



**P.C.E.T.'s  
S. B. PATIL INSTITUTE OF MANAGEMENT**



**NOTICE**

Date: 29/11/2023

All the students of MBA- II year students and faculties' members are hereby informed that HR Certification Program for the batch 2022-24 will commence from December 4<sup>th</sup>, Monday till 12<sup>th</sup> December 2023, Tuesday.

**Details of the Certification Program Inaugural session:**

**Certification Program:** HR Certification Program

**Speaker:** Mr. Rajeev Kumar, HR Excellence Global

**Starting Date:** December 4, 2023 (Monday)

**Starting Time:** 09.00 am

**Venue:** SBPIM

All the enrolled students please join the session. Further plans and details for completion of the certification program will be shared during the inaugural session.

Dr. Kirti Dharwadkar

Director





**Pimpri Chinchwad Education Trust's**  
**S. B. PATIL INSTITUTE OF MANAGEMENT**  
(Permanently Affiliated to Savitribai Phule Pune University)  
**Sector No 26, Pradhikaran, Nigdi, Pune – 411 044**



**Activity Report**

Name of the Activity	HR Certification
Committee / Cell	Certification
Coordinator Name & Mobile No.	Dr.Iram Ansari 97662 03786
Student Coordinator Name & Mobile No.	Parvej Mujawar 9665735370 Nilesh Waghmare 9850642158
Day & Date	4 <sup>th</sup> to 12 <sup>th</sup> December 2023
Venue	S.B.Patil Institute of Management
Number of Participants	22
Nature of the Activity	50hours HR certification in association with HR Excellence Global, Pune

Topic of the Activity	HR Certification
Objectives	To equip students with in-depth knowledge in HR. To make the students ready to face interviews and upgrade themselves with the current trends in HR
Outcome	Valuable hands-on education for students on HR which will surely help them to crack interviews and get placed.
Brief Report	S. B. Patil Institute of Management organized a 7 days (50 hours)HR

**certification** course conducted by the **HR EXCELLENCE GLOBAL** team.

The sessions were delivered by:

**Mr. Rajeev Kumar**

Kumar holds a bachelor's degree in Electrical Engineering and a First-Class master's in Business Administration from the prestigious Symbiosis Institute of Business Management. [SIBM]

Post his MBA he worked with leading consulting organizations in the field of Strategic and Performance Management, both in India as well as abroad. He has implemented numerous projects on Balanced Scorecard and has even been a subject matter expert on Strategy to companies in the Middle East. As a Certified Performance and Competency Developer [High Honors], Kumar has trained several professionals including General Managers, Plant's heads, Senior HR Managers and Asst HR Managers, etc on Strategic Performance Management Systems, Competency Assessment, Rewards, Recognition, etc. He has also trained various business entrepreneurs on the Balanced Scorecard. In the last decade, Kumar has successfully led several PMS related

**Mrs. Shivani Khattry**

She is a professional corporate trainer and has facilitated the corporate sector by providing practical and interactive pieces of training through workshops and seminars.

She has conducted numerous training programs in the HR domain and has about 12 years of rich experience in the HR domain. She is also a Co-Founder member of **HR Excellence Global** which specializes in Human Resource Training and Consulting.

Her area of specialization is Payroll Administration, Talent Acquisition, Policy Implementation, and Training & Development. She has trained many HR professionals from various corporates as well as students in the HR

domain.

**Mr. Hemant Deshpande.**

He holds a Bachelor's Degree in Commerce (**M.COM**), Diploma in Computer and Management (**DCM**), Masters in Personnel Management (**MPM**).

The session started with a welcome speech given by **Mr. Kshitij Mane**, MBA II year. He welcomed **Mr. Rajeev Kumar** and **Mrs. Shivani Khattry**.

On day 1: **Mr. Rajeev Kumar Sir** started the day with a Performance Management System. Where we learned the Objectives of PMS for Organization perspective and employee perspective and also made a performance sheet in excel for employees. Sir also gave an in detail explanation about prepare Employee Score card

On day 2: Mrs. **Shivani Khattry ma'am** started her session with the topic close to every employee's Heart and that is "PAY ROLL MANAGEMENT" in which we learned various aspects of Payments, Deduction, Provident fund, Gratuity, Bonus, CTC calculation and also Types of leaves.

On day 3: Shivani ma'am started with Income Tax calculation and CTC calculation using excel. Hands-on experience with Excel was the key for this session

On day 4: **Mr. Hemant Deshpande sir** introduced us with detailed knowledge about various industries acts which included Factories Act, The employee's provident fund and miscellaneous act, Bombay shops & establishment act, Payment bonus act, Employment exchange act, Sexual harassment act, Employee insurance act, Payment of gratuity act.

On day 5, The agenda for the day was training and development, where the Kirk Patrick model, training module points, and training feedback form

construction were covered by Rajiv Sir. Key elements of recruiting were also taught to us which covered hiring procedure and how to develop work requirements, job descriptions, and articles on employee involvement was also covered by Shivani madam

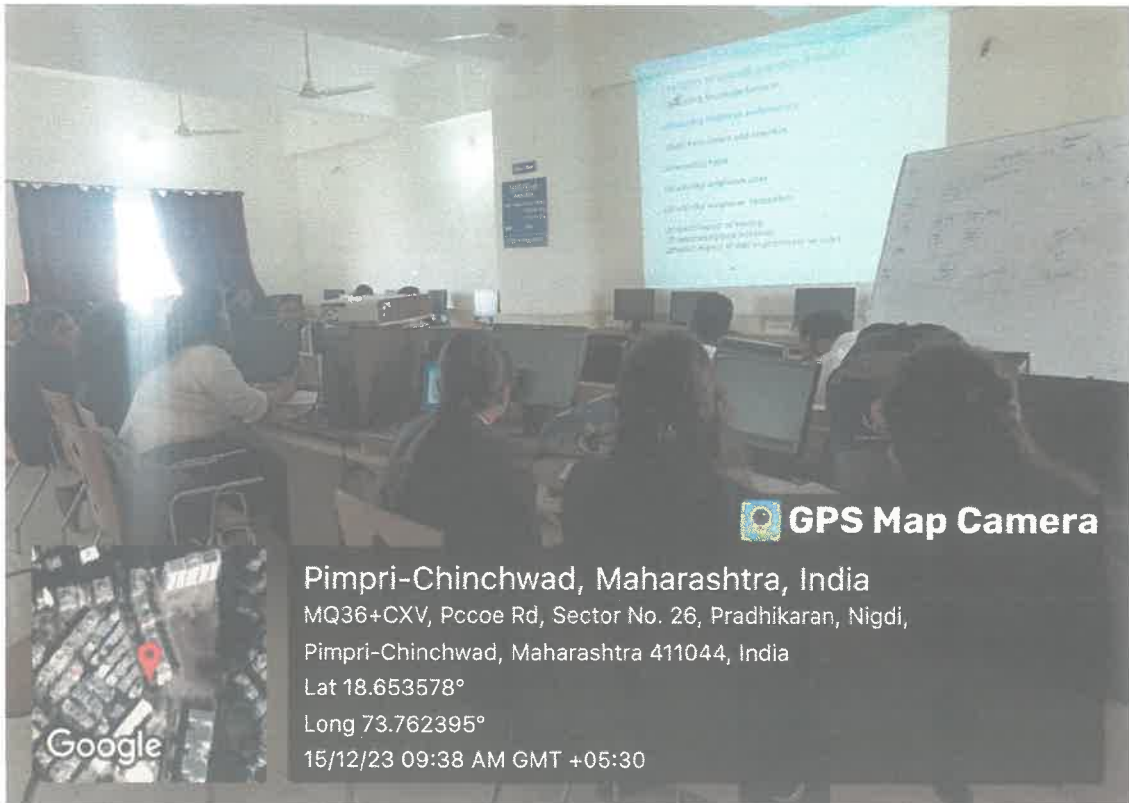
On day 6, This day started with understanding how to conduct an induction, followed by the induction procedure, and received guidance from trainers. Additionally, we studied about policy framing guidelines.

On day 7, We learned about the Fundamentals of HR analytics and why it is useful. Also, Gartner's analytics maturity model and HR analytics tool was introduced during the session, this was followed by small test and group presentation of the induction program designed.

Overall, it was a great learning curve through 7 days journey lot of new things learned which will help us going forward in the corporate world.

#### Geo-tag Photos

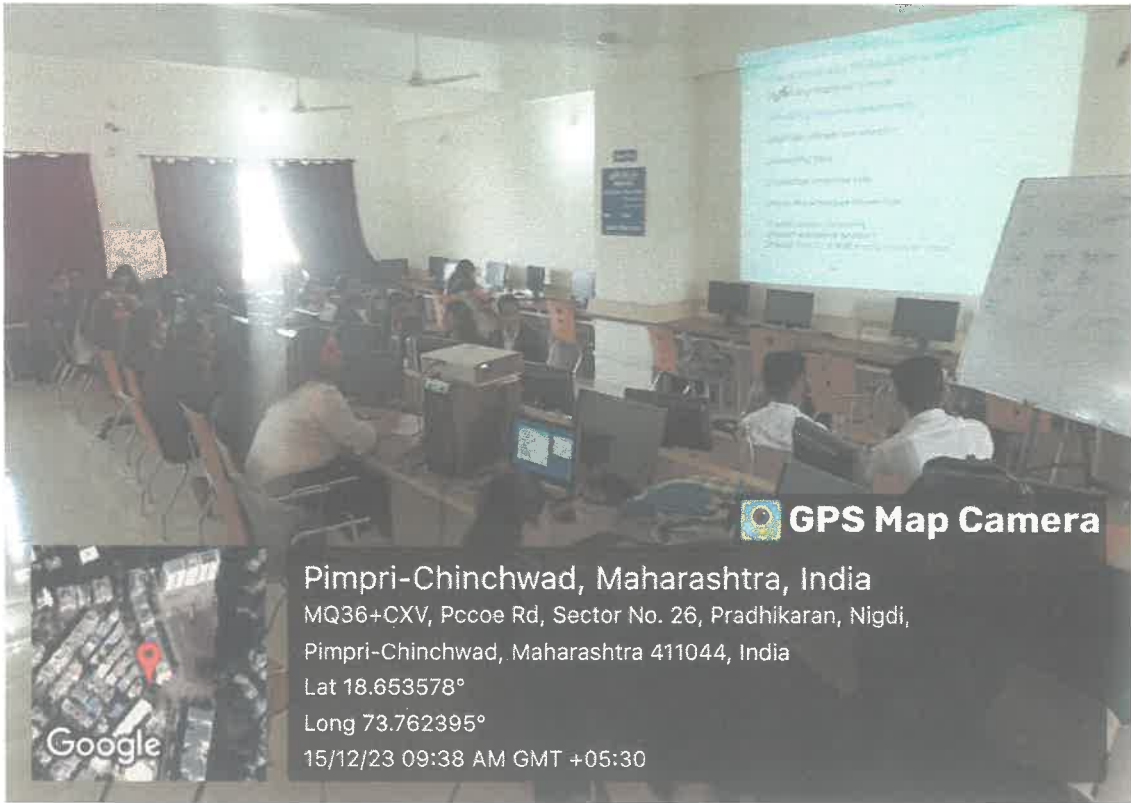




 **GPS Map Camera**

Pimpri-Chinchwad, Maharashtra, India  
MQ36+CXV, Pccoe Rd, Sector No. 26, Pradhikaran, Nigdi,  
Pimpri-Chinchwad, Maharashtra 411044, India  
Lat 18.653578°  
Long 73.762395°  
15/12/23 09:38 AM GMT +05:30

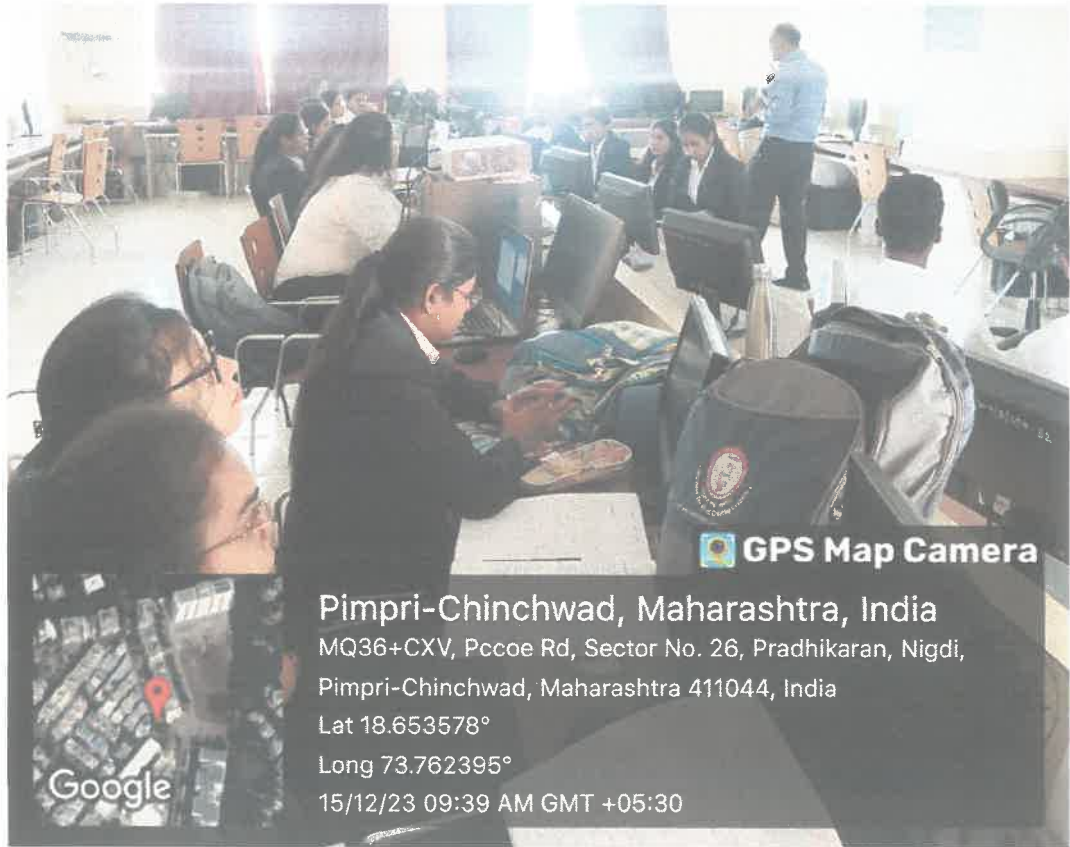





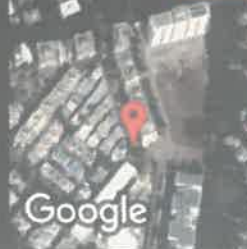
 **GPS Map Camera**



**Pimpri-Chinchwad, Maharashtra, India**  
MQ36+CXV, Pccoe Rd, Sector No. 26, Pradhikaran, Nigdi,  
Pimpri-Chinchwad, Maharashtra 411044, India  
Lat 18.653578°  
Long 73.762395°  
15/12/23 09:38 AM GMT +05:30



 **GPS Map Camera**



**Pimpri-Chinchwad, Maharashtra, India**  
MQ36+CXV, Pccoe Rd, Sector No. 26, Pradhikaran, Nigdi,  
Pimpri-Chinchwad, Maharashtra 411044, India  
Lat 18.653578°  
Long 73.762395°  
15/12/23 09:39 AM GMT +05:30















Pimpri-Chinchwad, Maharashtra, India  
MQ36+CXV, Pccoe Rd, Sector No. 26, Pradhikaran,  
Nigdi, Pimpri-Chinchwad, Maharashtra 411044, India  
Lat 18.653542°  
Long 73.762347°  
15/12/23 01:12 PM GMT +05:30



Pimpri-Chinchwad, Maharashtra, India  
MQ36+CXV, Pccoe Rd, Sector No. 26, Pradhikaran,  
Nigdi, Pimpri-Chinchwad, Maharashtra 411044, India  
Lat 18.653578°  
Long 73.762403°  
15/12/23 01:18 PM GMT +05:30



Dr. Iram Ansari

Coordinator-HR certification

Dr. Kirti Dharwadkar

Director

